

**Longmont Museum Advisory Board  
Minutes of Meeting - Final  
September 16, 2015**

1. **CALL TO ORDER:** 4:32 pm.

2. **ROLL CALL:** Board members present: Bryan Bowles, Dale Gilbert, Rick Luke, Michelle Vessel and City Council liaison Bonnie Finley.

Board members absent: Amber Shipco, Ellen Ranson.

Staff present: Wes Jessup, Erik Mason, Heather Thorwald, Joann McCoy.

3. **PUBLIC INVITED TO BE HEARD:** None.

4. **APPROVAL OF MINUTES:** Dale Gilbert moved to approve the August 19, 2015, minutes as submitted. His motion was seconded by Rick Luke and unanimously approved.

5. **APPROVAL OF ACCESSIONS:** None.

6. **REPORTS:**

a. Report of the Museum Director: In addition to his written director's report, Wes reported on the current discussions regarding the 2016 reauthorization of funding for the Scientific and Cultural Facilities District (SCFD). Discussion followed regarding the Friends of Art and Culture Equity (FACE) proposal for increased funding for Tier II and III organizations. Wes will keep the board abreast of what is going on and send out any informational links. Currently the Longmont Museum is classified as Tier III and receives \$29,000 per year of SCFD funds.

b. Report of the Chair: None.

7. **NEW BUSINESS**

a. Deaccession and Disposition procedures – discussion lead by Erik Mason and Heather Thorwald. (See attached Deaccession and Disposition Procedures document and Collections Management Policy).

Heather and Erik reviewed the above document with the board and discussed the policies and procedures for deaccession and disposition.

From Section 8.6 of the Longmont Museum's Collections Management Policy:  
In the event of an impending sale, Donors will be notified of any deaccession of objects they donated and the planned method of disposition. Notification will be by U.S. mail to their last known address. The Museum will not return objects to donors unless the donation agreement so stipulates.

The Museum will not give, sell, or privately trade deaccessioned objects to current or former Museum employees, members of the Museum Advisory Board, members of the Board of the Friends of the Museum, employees of the City of Longmont or to their representatives. Current Museum employees and Advisory Board members shall not purchase deaccessioned items offered for sale at public auction or through qualified dealers.

Rick Luke moved to amend the Collections Management Policy. His motion was seconded by Michelle Vessel and unanimously approved.

Dale moved to amend Section 8.6 of the Collections Management Policy as noted above. His motion was seconded by Rick Luke and unanimously approved.

Michelle Vessel moved to accept the overall Deaccession and Disposition Procedures as amended above. Her motion was seconded by Rick and unanimously approved.

Michelle Vessel commended staff for the clarity and thought given to the Deaccession and Disposition Procedures document.

8. **BOARD COMMENTS:** Dale Gilbert lauded Erik Mason for his recent presentation at the Senior Center about the history of Longmont. The program was well received and appreciated.

Our next Museum Advisory Board meeting will be held at the off-site warehouse.

Rick Luke inquired about the third floor roof work being done. Due to leaks in the tower room, re-roofing was necessary. The work should be completed in about two weeks.

9. **MEETING ADJOURNED:** 5:50 pm.

Submitted,



Joann McCoy